

DClinPsy Guidance on Document and Slide Preparation

The following is a synthesis of guidance issued by the World Blind Union, who represent people with a wide range of visual impairments and by the British Dyslexia Association

Slides

Contrast:

Use a high-contrast colour scheme easily visible from the back of a large room. Either a white text on a dark background or dark text on an off white background is recommended. Please remember that a pure white background creates uncomfortable glare for people with low vision and dyslexia.

Colour:

It is not possible to define a particular best colour combination that will optimise the legibility of your projected text for various reasons, including the fact that everyone's level of sight is different. Please ensure you don't have a background which is multi-coloured. If background images are desirable please use only a low brightness as otherwise they make text very difficult to read.

Spacing and Font:

No more than six lines of text with a line spacing of 1.5 on the slide, having allowed for a one inch margin on all four sides for headers, footers etc. Font should, ideally, be size 48 point, never less than 32. Keep titles on slides small to leave more room for text. Please use

Trebuchet MS if possible, Arial if not. Do not use italics but change the font size or use bold text for emphasis etc.

Figures:

If you have figures and graphs, keep them as simple as possible. Use brightness contrasting colours in the same way as with text, as above.

Animation:

Please keep animation to a minimum as this can be very confusing for people with low vision.

Presentation:

It is helpful to explain the slide in an expressive manner so that the audience understands where to look. For example: 'On the screen you see a diagram with four blocks. The block in the lower right corner ...'

When talking through your PowerPoint presentations to your audience, use nouns. Pronouns on their own, as in: **This** leads to **that**, which is better than **the other**, can be too vague. If you have blind people in your group please describe your slides fully, as if you are presenting on the radio.

Handouts:

Please always distribute handouts before the presentation, especially to participants with low vision or who have dyslexia.. These could include copies of your slides together with important information that will not be presented on the slides. Be aware that colour is lost in grey tone prints. If you know that there are particular needs in your group could you please supply full page copies of the individual slides prior to the session if possible.

Documents

Please follow the advice above where relevant. Plus:

- **Font:** Arial font in at least size 12 point. Avoid using text in BLOCK CAPITALS.
- **Paper:** thick enough to avoid showing text on the other side through the paper. People with dyslexia find text easier to read on off white or coloured paper but contrast must be maintained.
- **Justification:** Left justified with ragged right edge and avoid presenting material in narrow columns.
- **Bullet points:** These are preferable to long prose descriptions. Heading and sections emphasised by using bold, larger font or colour.

Cathy Amor on behalf of the DClinPsy Diversity Working Group.